



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for Environmental Monitoring and Measuring at the United States Army Garrison (USAG) Mannheim

1. REFERENCE: USAG Mannheim Environmental Management Program
2. PURPOSE: To monitor and measure actual environmental performance against the garrison's set environmental management program (EMP) with its objectives and targets and to evaluate performance assessments and monitoring programs towards compliance with legal and other requirements.
3. APPLICABILITY: This procedure applies to the cross-functional team (CFT) and other garrison personnel responsible for the monitoring and measuring of the Environmental Management System (EMS) as identified in this procedure.
4. DEFINITIONS:
 - a. Environmental Management Program: Program for tracking and achieving the organization's objectives and targets.
 - b. Environmental Performance Assessment System (EPAS): Program for assessing the compliance of the garrison's environmental activities.
5. RESPONSIBILITIES:
 - a. Environmental Quality Control Committee: Sets and reviews goals and objectives in conjunction with the CFT.
 - b. EMSMR: Decides whether the EMP, goals and objectives need to be modified in case of non-achievement, or if monitoring continues.
 - c. Cross-Functional Team (CFT): Evaluates progress towards the achievement of goals and objectives quarterly and, if necessary, revises goals and objectives or measures.
 - d. Environmental Management Division, CFT, P2 Manager: Support CFT in the evaluation of goals and objectives, coordinate and perform internal EPAS and other compliance inspections.

- e. IMA-EURO: Coordinates and conducts external EPAS.

6. PROCESSES:

a. Monitor progress towards the achievement of goals and objectives: Each environmental program supports the objectives and goals of the EMS at the USAG Mannheim. The EMS Environmental Management Program (EMP) shall be considered as a mechanism used to perform monitoring and measuring activities. The EMP progress shall be evaluated for each area in which objectives and targets are set and shall be updated on a quarterly basis by the Cross-Functional Team. The EMP updates will then be presented and discussed at the quarterly EQCC meetings. Environmental performance data is to be maintained in such a manner as to allow the evaluation of progress toward realizing environmental objectives and targets, regulatory compliance and as a means of measuring the effectiveness of the garrison's EMS.

When a process is within bounds, measuring and monitoring continue as described above. When a process or program is out of bounds, the EMSMR decides whether intervention is needed; if the CFT concurs that no intervention is required, monitoring continues. However, if intervention is required, the EMSMR determines whether objectives and targets and/or the EMP should be adjusted and seeks CFT concurrence. The proposed new actions or objectives and targets will be reviewed for final determination of the course of action to be taken.

b. Evaluate performance assessments and monitoring programs towards compliance with legal and other requirements: The Garrison uses the Environmental Performance Assessment System (EPAS) to measure the efficiency of the installation's environmental management system (EMS) for achieving compliance with the Final Governing Standards-Germany (FGS-G), and Department of Defense (DoD), Department of the Army (DA) and Host Nation requirements.

The EPAS compliance and conformance audit centers on an annual compliance assessment of all environmental activities at the installation. The evaluation process attempts to capture a representative sample of the garrison's entire environmental program. The assessment includes all tenant units and organizations within the Garrison. Compliance is assessed using nineteen protocols. Internal assessments are coordinated by and conducted under the direction of the Environmental Management Division (EMD) using installation personnel as evaluators. External assessments are coordinated by and conducted under the direction of the Installation Management Agency - Europe (IMA-EURO), using IMA-EURO personnel, DA personnel, U.S. Army Center for Health Promotion and Preventive Medicine (USCHPPM) personnel, and contracted specialists as evaluators. Internal EPAS assessments are conducted annually, and external EPAS assessments are conducted at least once every three years.

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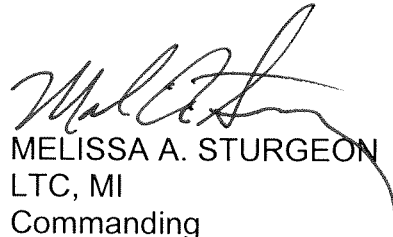
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Periodic (monthly, quarterly, annual) regulatory inspections are also conducted to ensure that the Garrison is meeting the minimum guidelines set forth in the conditions of Host Nation agreements and the laws and regulations associated with the Garrison's operations (i.e. Final Governing Standards – Germany [FGS-G]). When periodic site visits (i.e., planned regulatory inspections, Environmental Management System audits, etc.) are scheduled, Unit Commanders will ensure that all personnel, equipment, and resources required to complete the activity are available.

c. Monitoring of Processes Related to Environmental Aspects and Monitoring Required by Law: Individual program areas might not have specific environmental targets, however, there are many required measuring and monitoring activities associated with them. The Final Governing Standards (FGS) and specific Host Nation agreement requirements outline periodic inspections, testing, and sampling, record keeping, equipment monitoring, and reporting. All monitoring and measuring is performed in accordance with FGS/Host Nation requirements.

d. Calibration Requirements: Personnel performing monitoring and measurement activities shall ensure that monitoring equipment is calibrated according to specifications of the respective manufacturer.

7. POC is Ms. Mary Kay Foley, Chief, Environmental Management Division, at DSN 381-8675, email: mary.foley@us.army.mil



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